



Customer Guide Electrical Service Connections

In order to get your project started we require the following:

1. Completed Electrical Service Application.

2. Scaled Drawings (3 copies each)

- Architectural site plans showing exact dimensions and location of buildings with respect to property lines and profile to street/lanes
- Civil drawings showing water, sanitary and storm sewers, as well as all new utilities on public and private property
- Registered legal description of property
- Detailed electrical drawings for proposed building including meter room detail, riser diagram and electrical load calculations
- Elevation and section view drawings of structures including vaults. Note clearances from SCL power lines.
- One-line electrical diagram

Mail to: Seattle City Light, 700 Fifth Avenue, Suite 3300, P.O. Box 34023 (N-2), Seattle, WA 98124-4023.

Note: we do not need a complete set of architectural drawings. Please submit the specific drawings requested above.

3. Revisions: You must notify SCL of all revisions to the plans that will affect the electrical service installation.

The Process

The key milestones in the service planning and installation process are:

Service Entrance Location and Preliminary Service Charge

In order to obtain an estimate of SCL service charges, we require: a legal description, site plan, load calculations, riser diagram, preferred service voltage and location.

Material Procurement – Critical Path Item

Lead-time for many electrical components can be lengthy; e.g. primary electrical cables and transformers require a minimum of twelve months once the order is placed. Primary voltage switching equipment can require up to 18 months once the order is placed. The procurement order will be placed five working days after the customer initiates or commits to the project (payment or contractual obligation).

Installation

Responsibility for installation is divided in the following manner:

- Supply and installation of most civil materials and labor on private property is the customer's responsibility. City Light engineers will give an estimate for the civil work to extend the distribution system for multi-lot developments.
- All civil work done by the contractor will be inspected by the Utility.
- Supply and installation of all electrical material (e.g., transformers, cable) will be by City Light.
- Pole installation on public rights-of-ways will be done by Seattle City Light. Primary voltage wires and poles will not be placed on private property.
- Customer's contractor will install metering sockets and EUSERC enclosures. City Light will provide the current transformers and the meters.
- Submit final electrical design and associated drawings.

Energization

The project will be scheduled for energization upon the receipt of:

- Necessary approvals from appropriate authorities, including electrical inspection from the electrical permitting authority and inspection from City Light.
- Execution of all required documents, including the General Service Application and Contract, rental agreements, operating agreements, transportation agreements and easements as required.
- Completions of: metering identification, addressing of spaces and receipt of electrical room keys.
- Payment of electrical connection and construction fees.